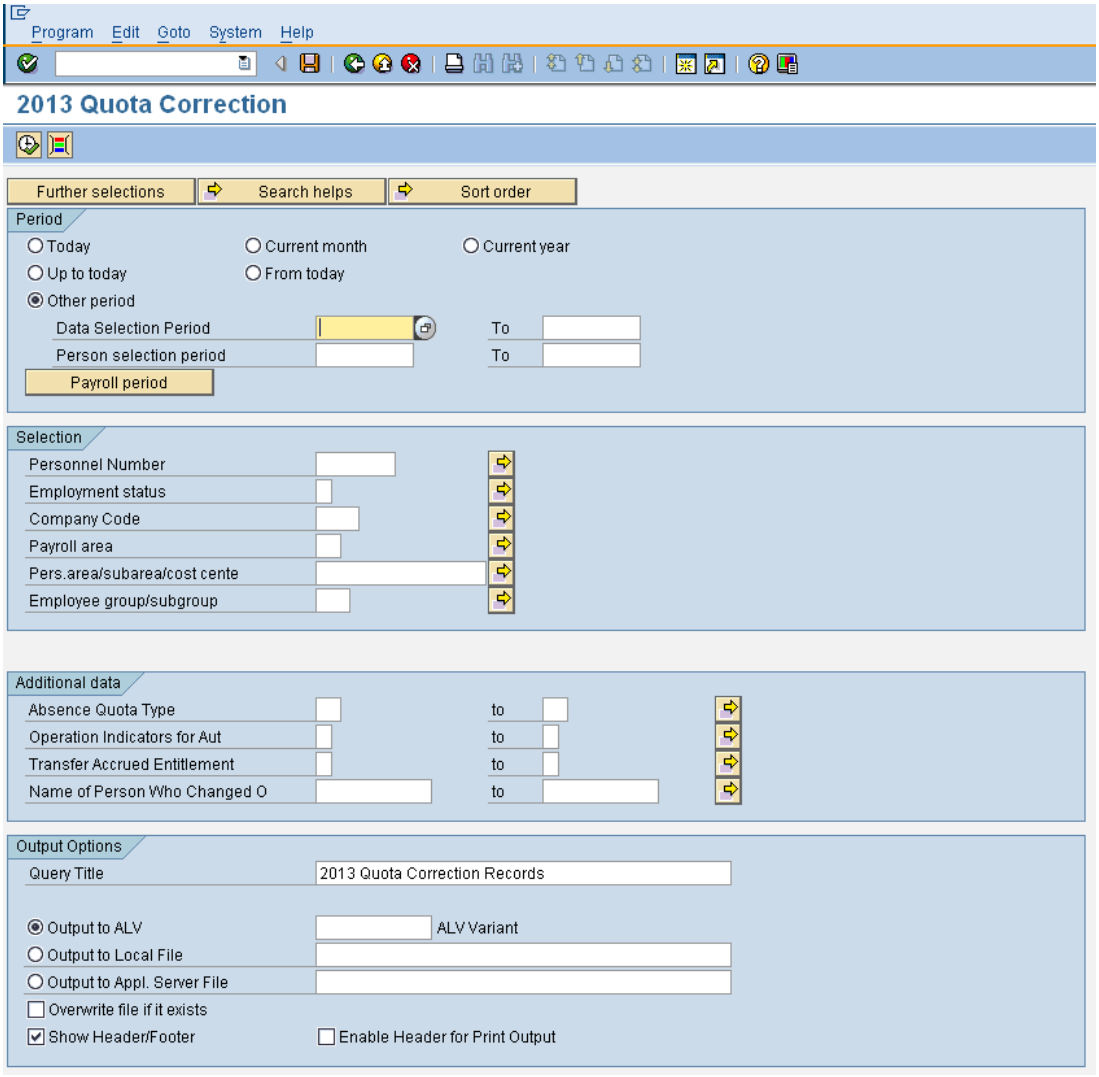
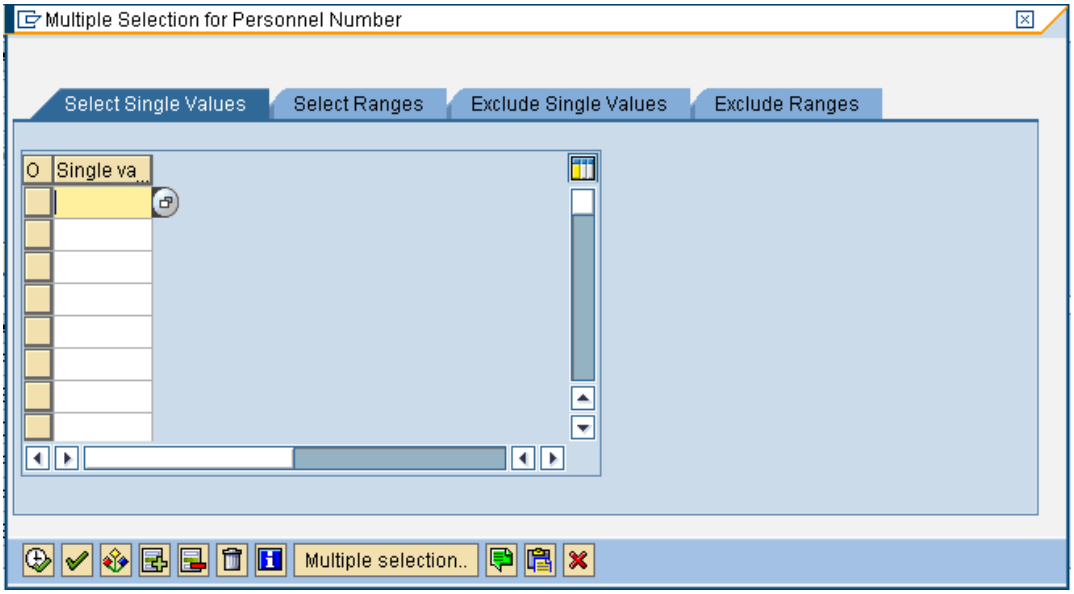
QUOTA CORRECTION REPORT - ZPT2013

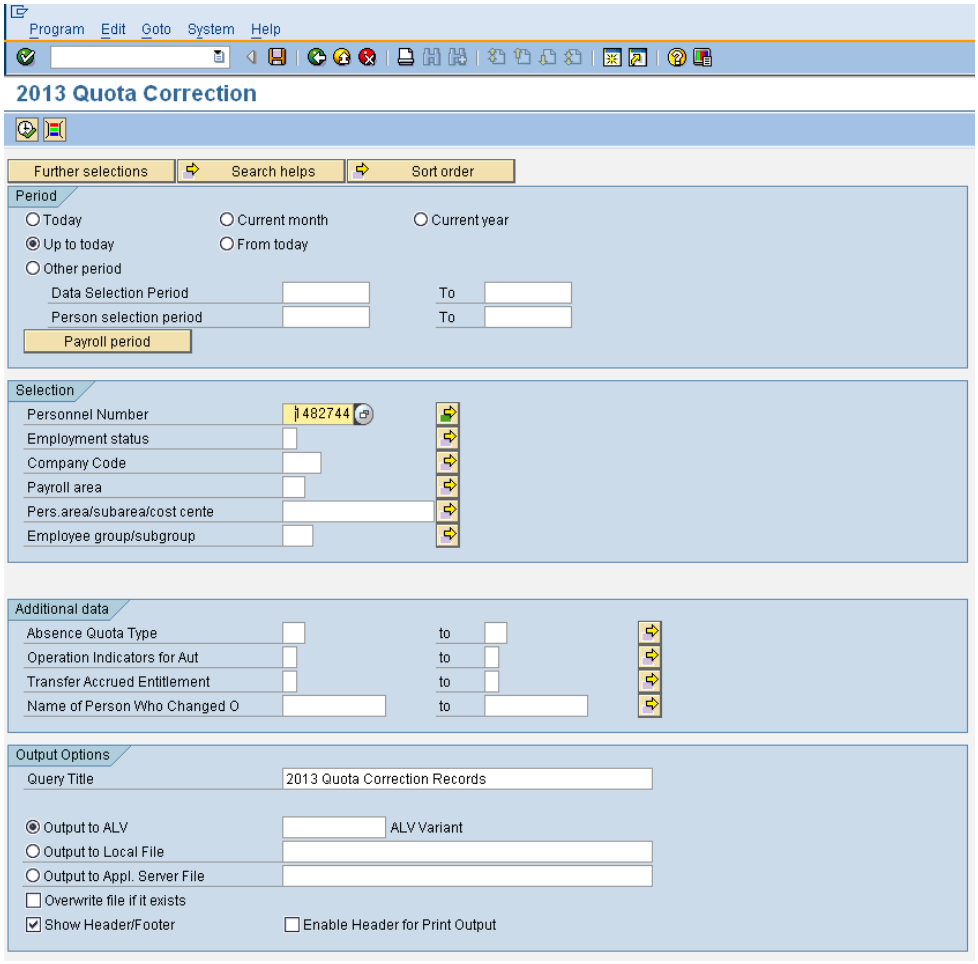
The Quota Correction Report has been created to run a report to determine existing 2013 quota correction records. Use the **ZPT2013** transaction code to run the report. The steps to run this report are outlined below.



1. Click the **Up to today** radio button in the Period section.
2. In the Selection section, click the **Multiple selection** button beside Personnel Number field .

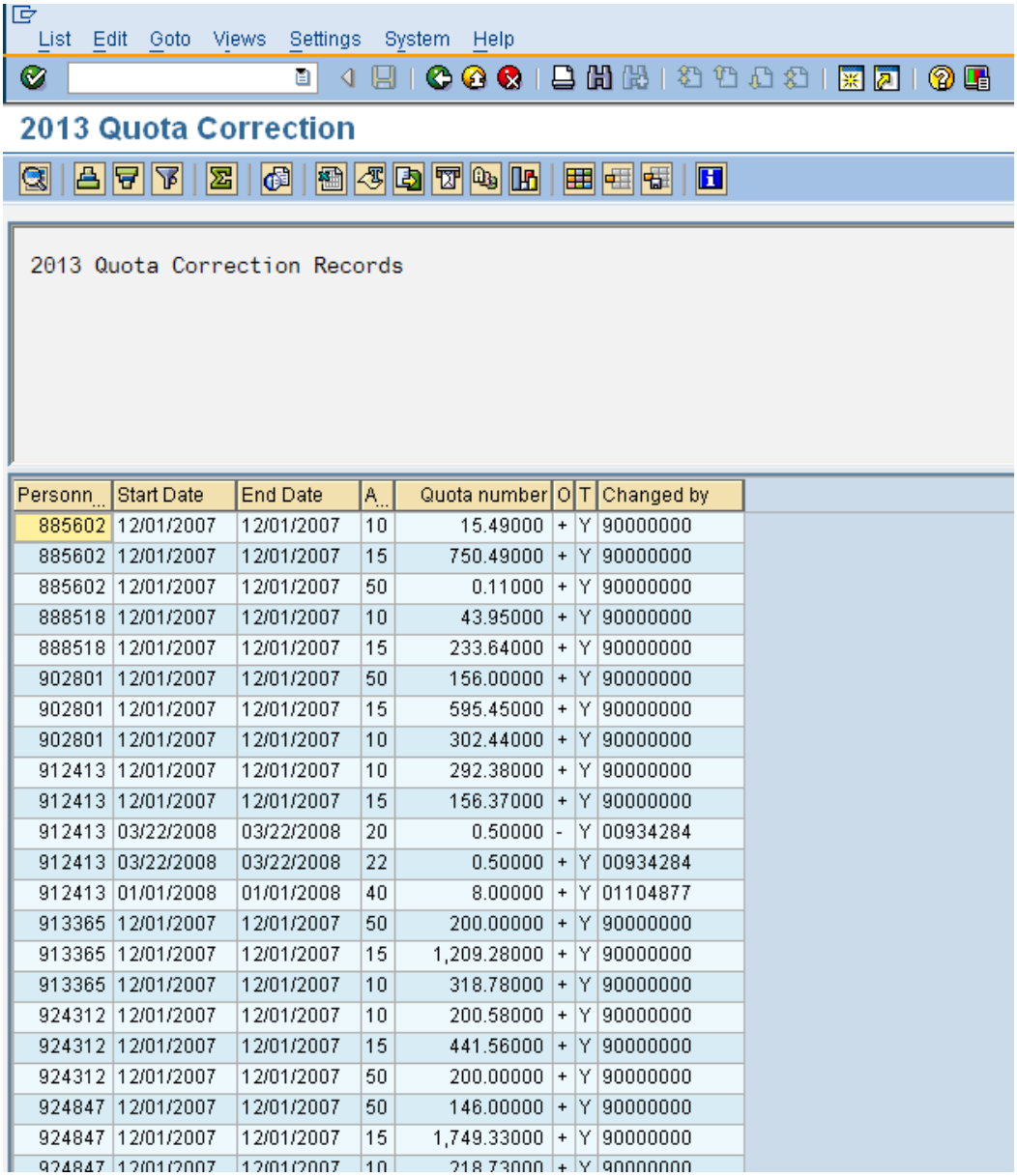


3. Click the **Upload from clipboard** button (assuming you have a list of Personnel Numbers already copied into your clipboard from a spreadsheet.) You can also enter in one or more Personnel Numbers directly.
4. Click the **Copy** button .



5. Click the **Execute** button .

6. View the results.



Personn...	Start Date	End Date	A...	Quota number	O	T	Changed by
885602	12/01/2007	12/01/2007	10	15.49000	+	Y	90000000
885602	12/01/2007	12/01/2007	15	750.49000	+	Y	90000000
885602	12/01/2007	12/01/2007	50	0.11000	+	Y	90000000
888518	12/01/2007	12/01/2007	10	43.95000	+	Y	90000000
888518	12/01/2007	12/01/2007	15	233.64000	+	Y	90000000
902801	12/01/2007	12/01/2007	50	156.00000	+	Y	90000000
902801	12/01/2007	12/01/2007	15	595.45000	+	Y	90000000
902801	12/01/2007	12/01/2007	10	302.44000	+	Y	90000000
912413	12/01/2007	12/01/2007	10	292.38000	+	Y	90000000
912413	12/01/2007	12/01/2007	15	156.37000	+	Y	90000000
912413	03/22/2008	03/22/2008	20	0.50000	-	Y	00934284
912413	03/22/2008	03/22/2008	22	0.50000	+	Y	00934284
912413	01/01/2008	01/01/2008	40	8.00000	+	Y	01104877
913365	12/01/2007	12/01/2007	50	200.00000	+	Y	90000000
913365	12/01/2007	12/01/2007	15	1,209.28000	+	Y	90000000
913365	12/01/2007	12/01/2007	10	318.78000	+	Y	90000000
924312	12/01/2007	12/01/2007	10	200.58000	+	Y	90000000
924312	12/01/2007	12/01/2007	15	441.56000	+	Y	90000000
924312	12/01/2007	12/01/2007	50	200.00000	+	Y	90000000
924847	12/01/2007	12/01/2007	50	146.00000	+	Y	90000000
924847	12/01/2007	12/01/2007	15	1,749.33000	+	Y	90000000
924847	12/01/2007	12/01/2007	10	218.73000	+	Y	90000000

The results can be sorted, filtered, exported to a spreadsheet, etc, as with any ALV grid report.

NOTES

- This report will run fastest if Personnel Numbers are entered in the selection criteria.
- You can limit the results by entering a quota type in the **Absence Quota Type** field in the Additional data section.
- This report can also be run by entering the Leave Admin's Personnel Number (*include leading zeroes*) in the **Name of Person Who Changed O** field in the Additional data section. This will return all 2013's created by that Leave Admin, but may take several minutes to run.